

Ton Duc Thang University

Center for Applied Information Technology



Course Lecture

FUNDAMENTALS OF INFORMATICS 2

Website: cait.tdtu.edu.vn
Facebook: <https://facebook.com/trungtamtinhoc>

- Textbooks:

- Joan Lambert, MOS 2016 Study Guide for Microsoft Excel, 2017.

- References:

- Joan Lambert, MOS 2016 Study Guide for Microsoft PowerPoint, 2017.
- John Wiley, Microsoft Official Academic Course, Microsoft Word core 2016, 2016.

Ton Duc Thang university

Chapter 8

Page Layout

Chapter 8. Page Layout



8.1 Manipulate Page Setup

8.2 Print a Worksheet or Workbook

8.3 Check a Workbook for Issues

Chapter 8. Page Layout



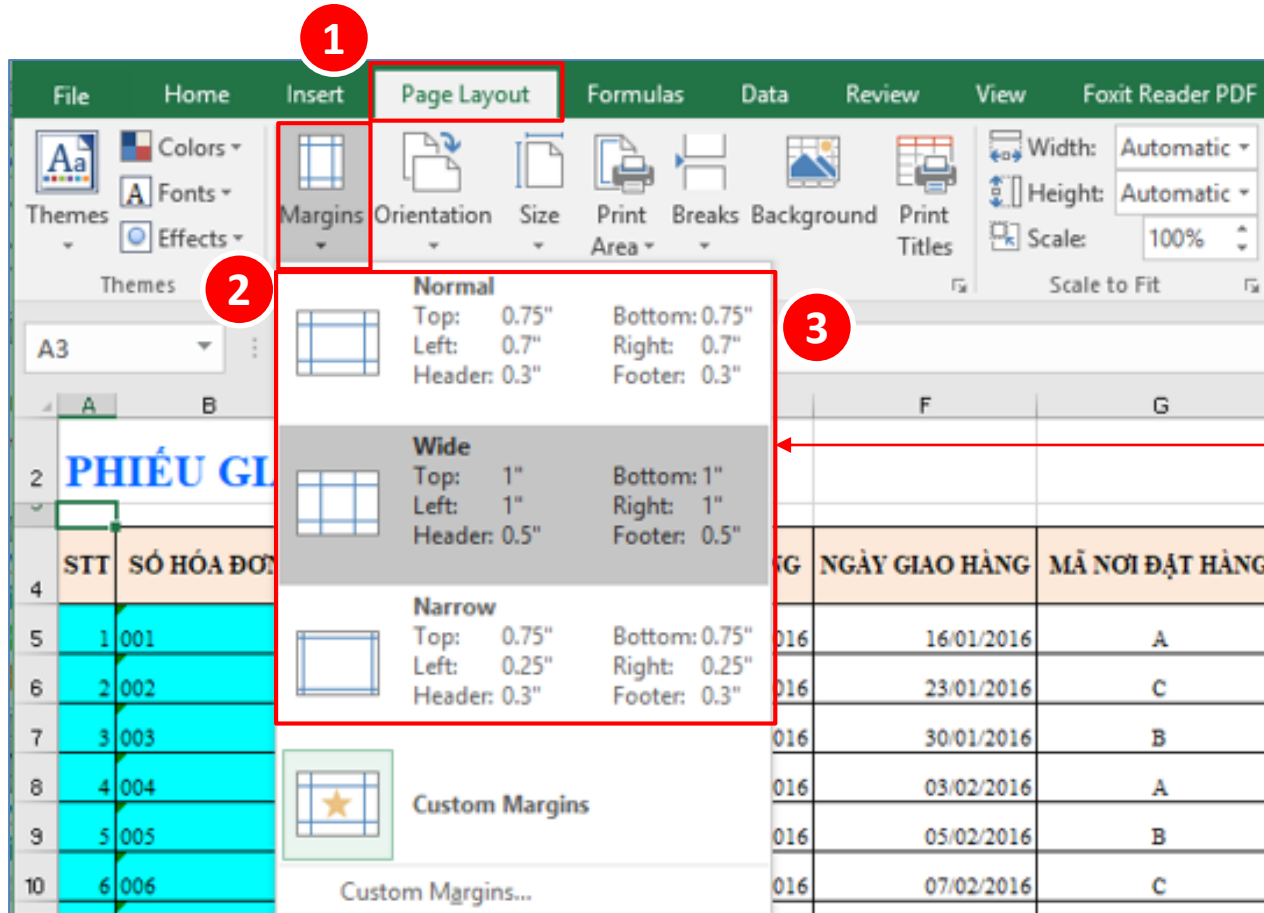
8.1 Manipulate Page Setup

8.2 Print a Worksheet or Workbook

8.3 Check a Workbook for Issues

8.1 Manipulate Page Setup

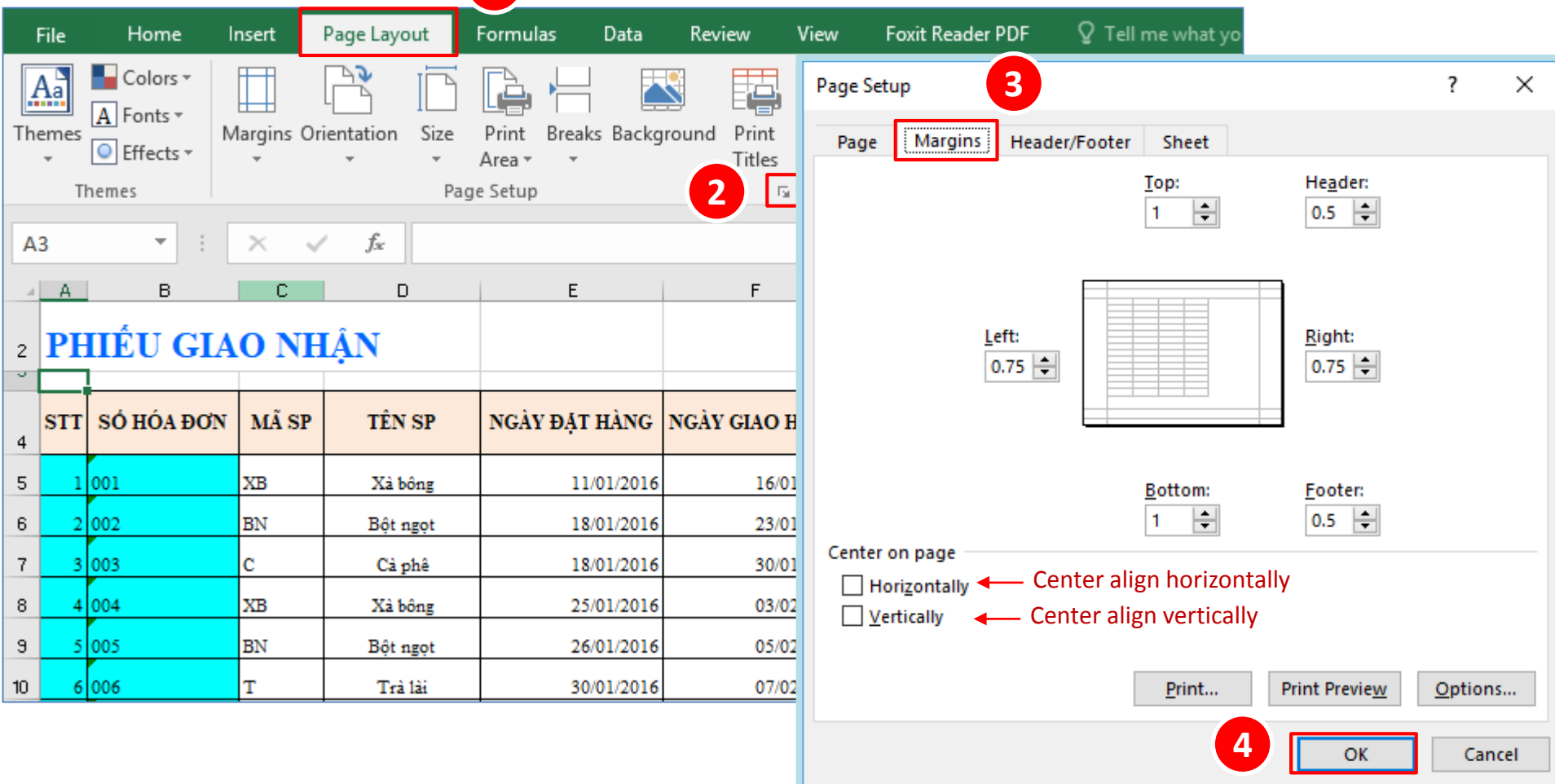
- **To set page margins to the predefined margins:** Select the worksheet → tab **Page Layout** → **Margins** → select the predefined margins.



Select the predefined margins

8.1 Manipulate Page Setup

- To adjust page margins with the Page Setup dialog box: Select the worksheet → **Page Layout** ¹



The screenshot shows the Excel interface with the **Page Layout** tab selected in the ribbon. The **Page Setup** dialog box is open, and the **Margins** tab is active. The dialog box shows the following settings:

- Top:** 1
- Header:** 0.5
- Left:** 0.75
- Right:** 0.75
- Bottom:** 1
- Footer:** 0.5

Below the margin settings, there are checkboxes for **Center on page**:

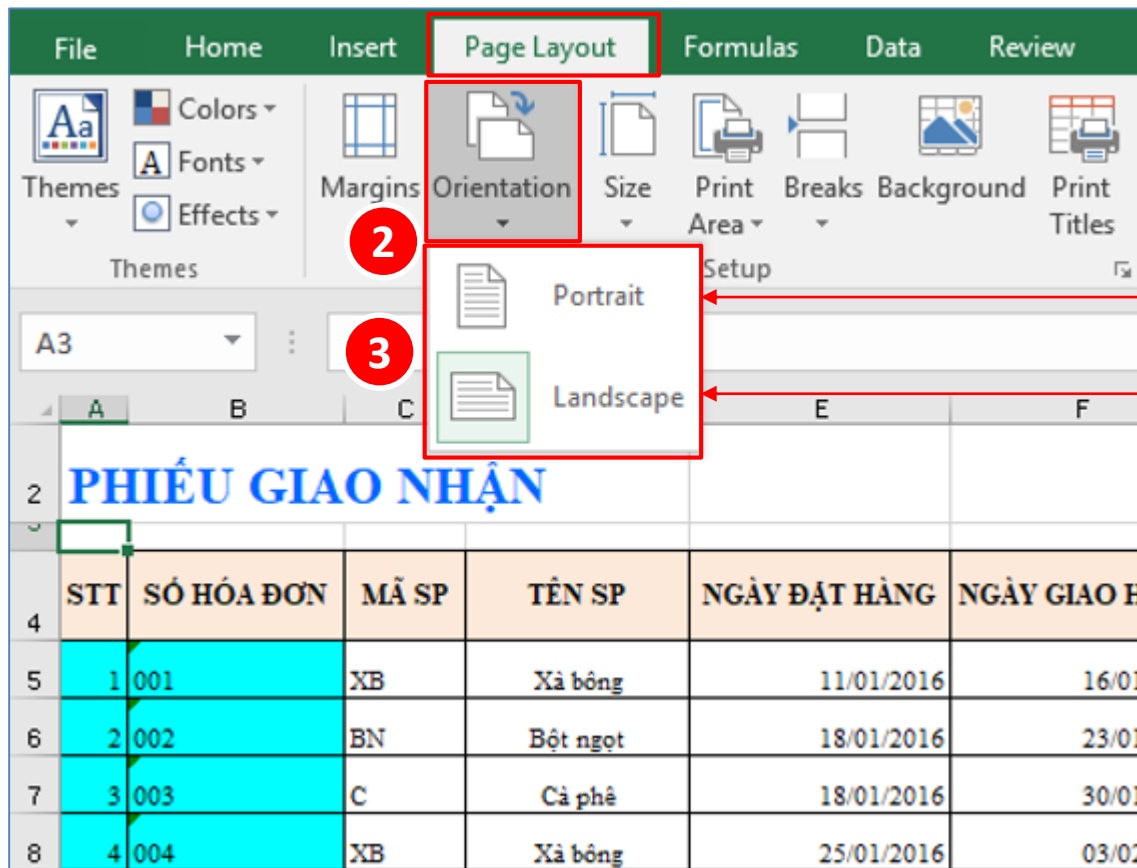
- ☐ **Horizontally** ← Center align horizontally
- ☐ **Vertically** ← Center align vertically

At the bottom of the dialog box, there are buttons for **Print...**, **Print Preview**, **Options...**, **OK**, and **Cancel**. The **OK** button is highlighted with a red box and a red circle with the number 4.

STT	SỐ HÓA ĐƠN	MÃ SP	TÊN SP	NGÀY ĐẶT HÀNG	NGÀY GIAO H
1	001	XB	Xà bông	11/01/2016	16/01
2	002	BN	Bột ngọt	18/01/2016	23/01
3	003	C	Cà phê	18/01/2016	30/01
4	004	XB	Xà bông	25/01/2016	03/02
5	005	BN	Bột ngọt	26/01/2016	05/02
6	006	T	Trà lời	30/01/2016	07/02

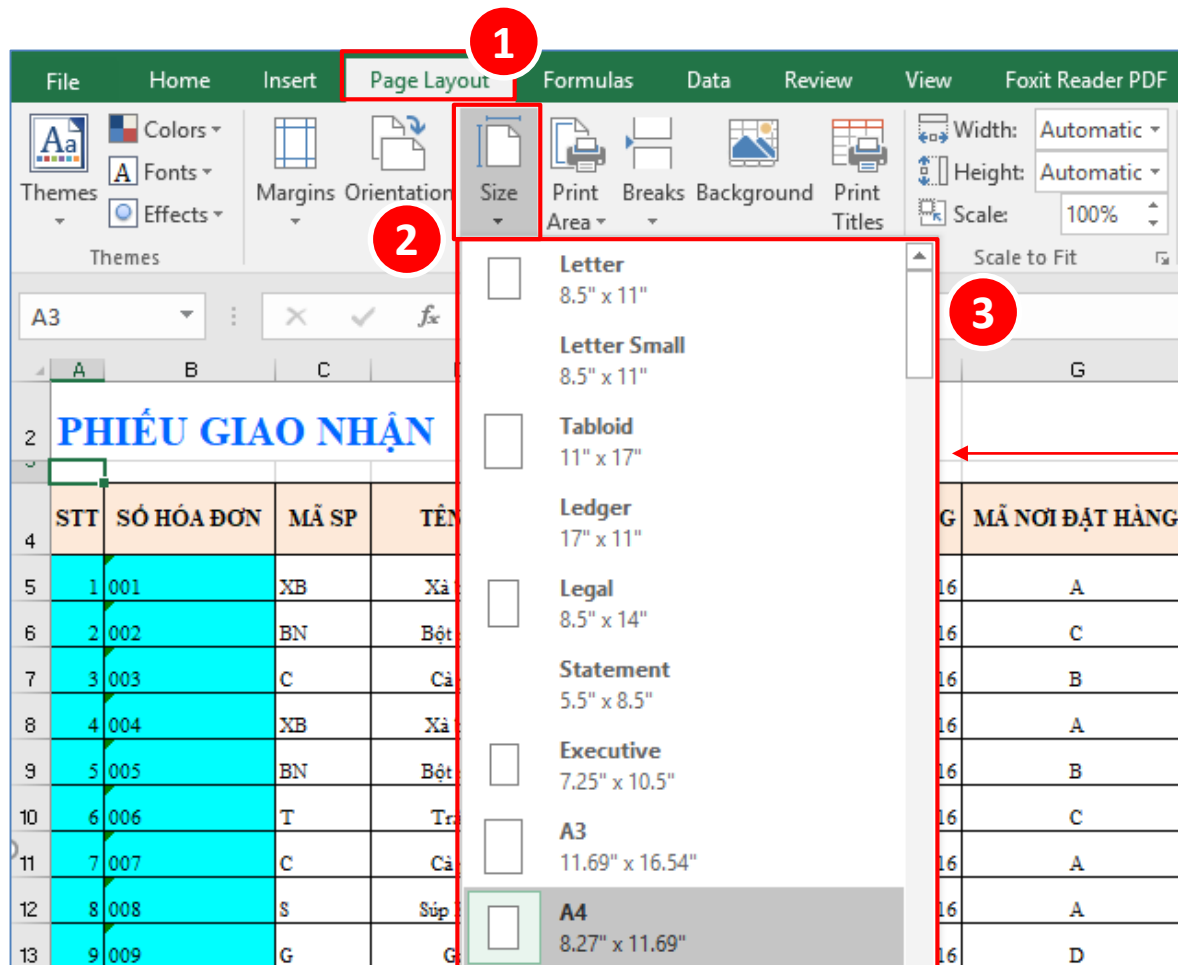
8.1 Manipulate Page Setup

- **To change the page orientation:** Select the worksheet → tab **Page Layout** → **Orientation**



8.1 Manipulate Page Setup

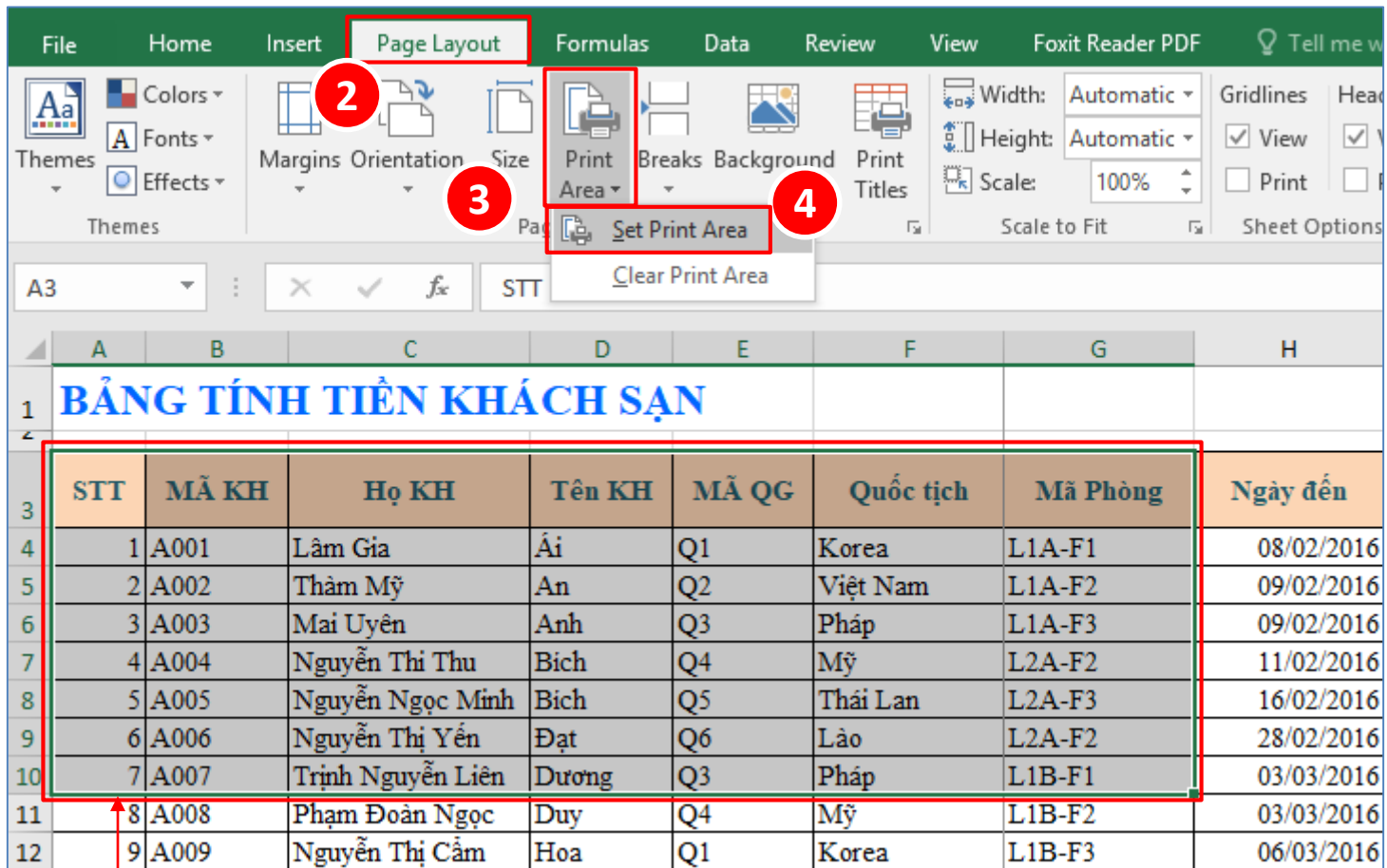
- **To set the size of page:** Select the worksheet → tab **Page Layout** → **Size** → click to choose the size.



Click on the size

8.1 Manipulate Page Setup

- **To set a range as the print area:** Select the worksheet → select the range → tab **Page Layout** → **PrintArea** → **Set Print Area**

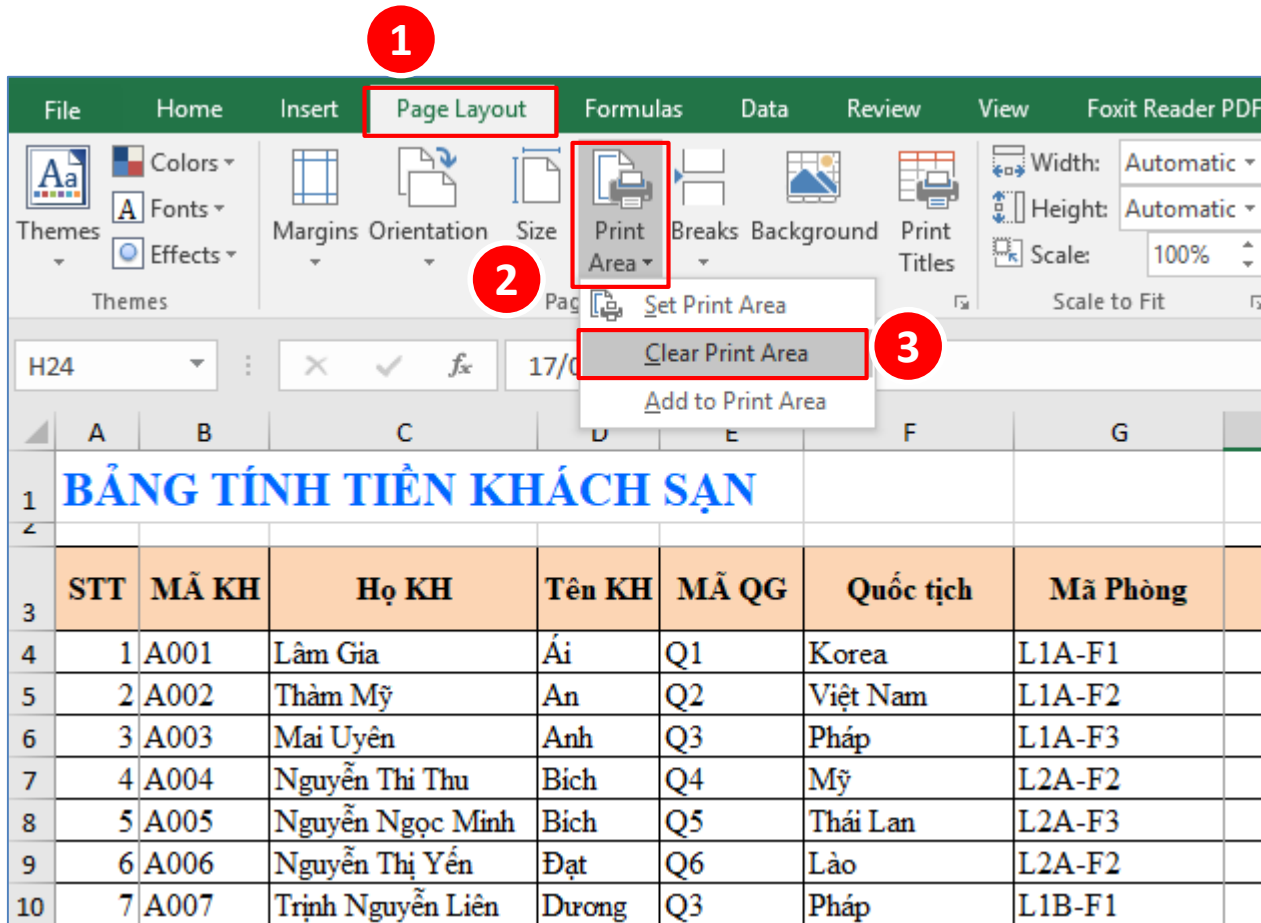


The screenshot shows the Microsoft Excel interface with the **Page Layout** tab selected. The **Print Area** group in the ribbon is highlighted with a red box. The **Set Print Area** button is highlighted with a red circle. The data range B3:H10 is highlighted with a red box. The worksheet contains a table with the following data:

STT	MÃ KH	Họ KH	Tên KH	MÃ QG	Quốc tịch	Mã Phòng	Ngày đến
1	A001	Lâm Gia	Ái	Q1	Korea	L1A-F1	08/02/2016
2	A002	Thâm Mỹ	An	Q2	Việt Nam	L1A-F2	09/02/2016
3	A003	Mai Uyên	Anh	Q3	Pháp	L1A-F3	09/02/2016
4	A004	Nguyễn Thị Thu	Bích	Q4	Mỹ	L2A-F2	11/02/2016
5	A005	Nguyễn Ngọc Minh	Bích	Q5	Thái Lan	L2A-F3	16/02/2016
6	A006	Nguyễn Thị Yến	Đạt	Q6	Lào	L2A-F2	28/02/2016
7	A007	Trịnh Nguyễn Liên	Dương	Q3	Pháp	L1B-F1	03/03/2016
8	A008	Phạm Đoàn Ngọc	Duy	Q4	Mỹ	L1B-F2	03/03/2016
9	A009	Nguyễn Thị Cẩm	Hoa	Q1	Korea	L1B-F3	06/03/2016

8.1 Manipulate Page Setup

- **To clear the print area:** Select the worksheet → tab **Page Layout** → **Print Area** → **Clear Print Area**

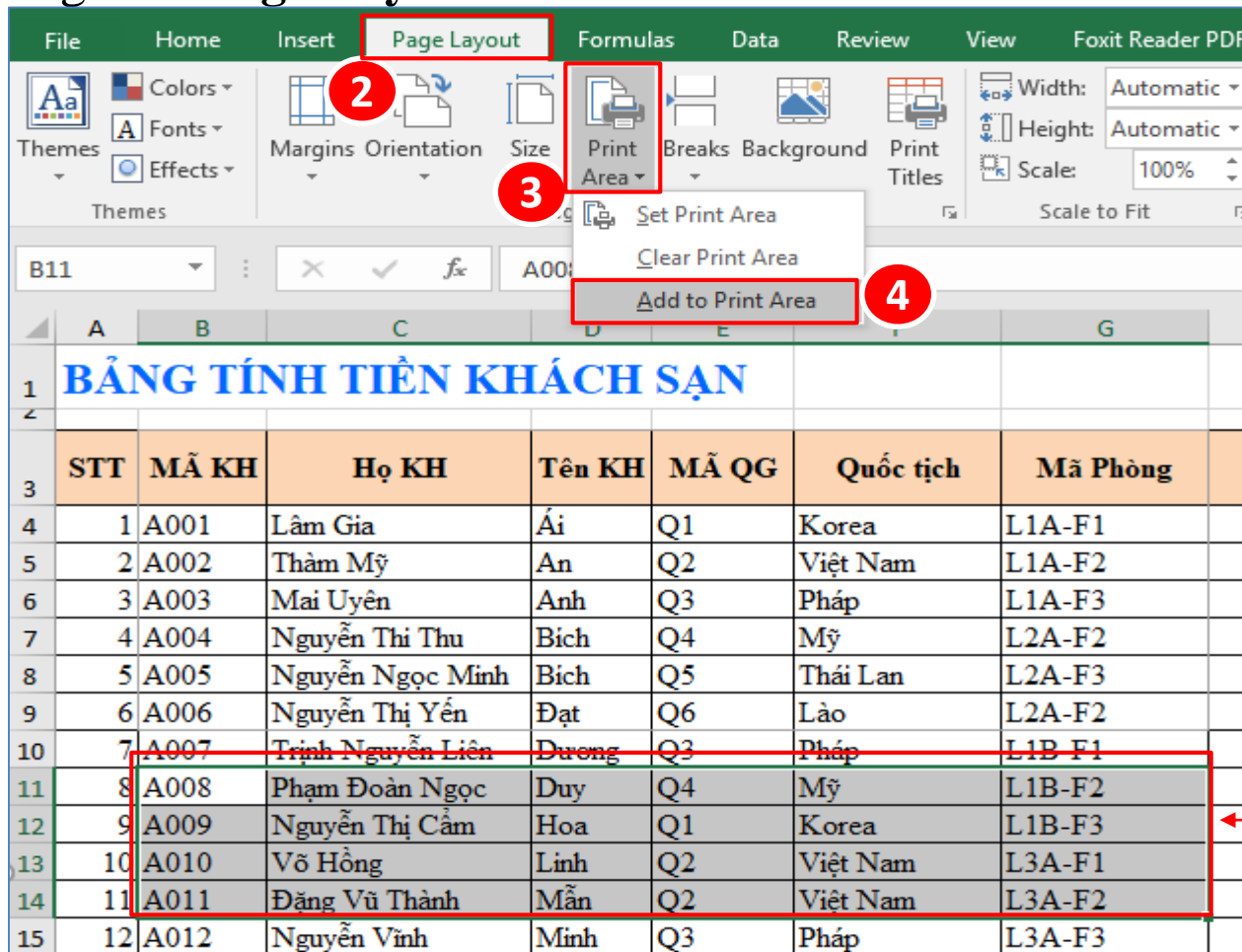


The screenshot shows the Excel interface with the 'Page Layout' tab selected. The 'Print Area' button is highlighted, and its dropdown menu is open, showing the 'Clear Print Area' option. The worksheet contains a table with the following data:

STT	MÃ KH	Họ KH	Tên KH	MÃ QG	Quốc tịch	Mã Phòng
1	A001	Lâm Gia	Ái	Q1	Korea	L1A-F1
2	A002	Thảm Mỹ	An	Q2	Việt Nam	L1A-F2
3	A003	Mai Uyên	Anh	Q3	Pháp	L1A-F3
4	A004	Nguyễn Thị Thu	Bích	Q4	Mỹ	L2A-F2
5	A005	Nguyễn Ngọc Minh	Bích	Q5	Thái Lan	L2A-F3
6	A006	Nguyễn Thị Yến	Đạt	Q6	Lào	L2A-F2
7	A007	Trịnh Nguyễn Liên	Dương	Q3	Pháp	L1B-F1

8.1 Manipulate Page Setup

- **To add a range to the print area:** Select the worksheet → select the range → **Page Layout** → **Print Area** → **Add to Print Area**



The screenshot shows the Microsoft Excel interface with the 'Page Layout' ribbon selected. The 'Print Area' dropdown menu is open, showing options: 'Set Print Area', 'Clear Print Area', and 'Add to Print Area'. The 'Add to Print Area' option is highlighted with a red box. The worksheet displays a table with the following data:

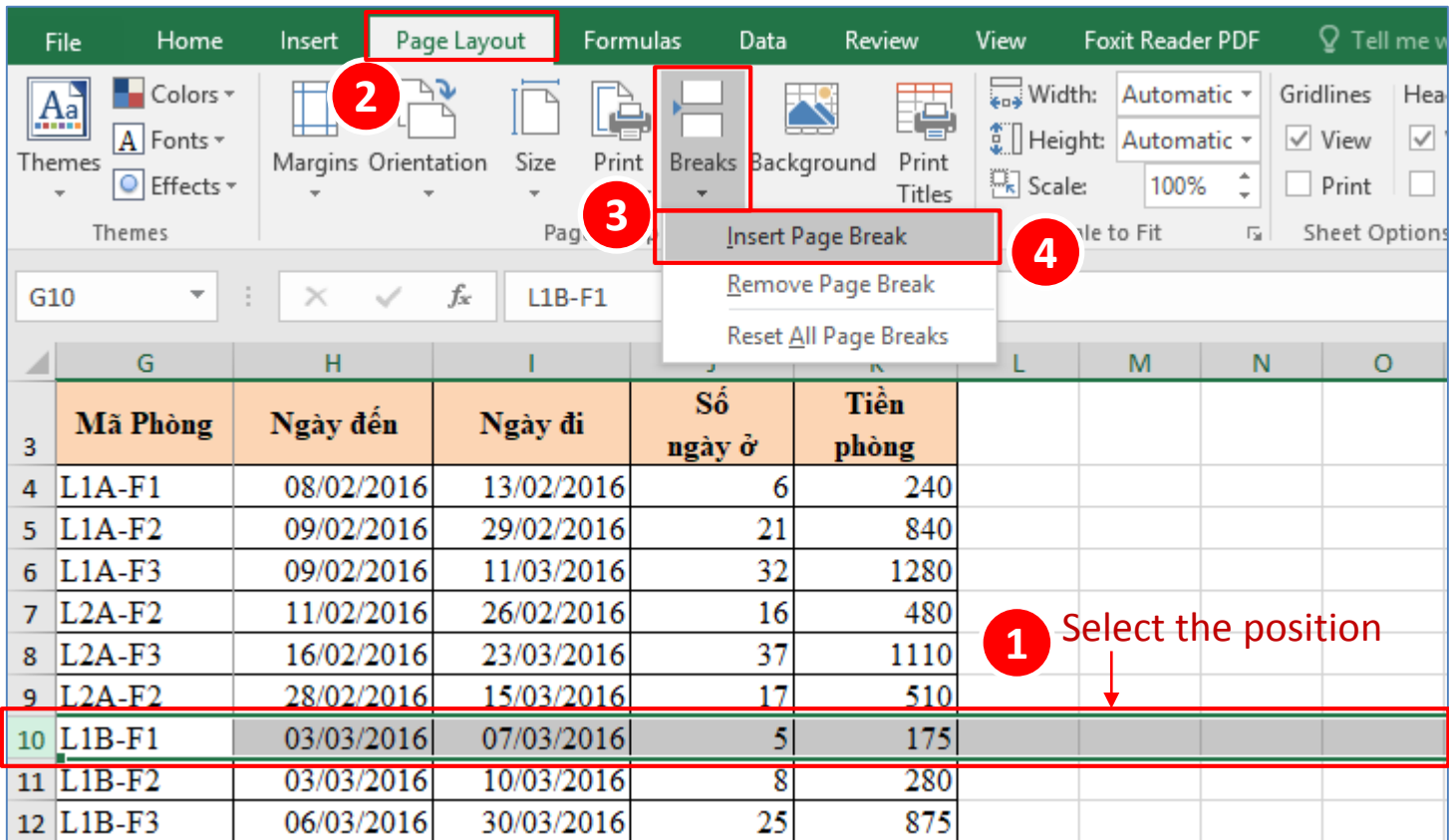
STT	MÃ KH	Họ KH	Tên KH	MÃ QG	Quốc tịch	Mã Phòng
1	A001	Lâm Gia	Ái	Q1	Korea	L1A-F1
2	A002	Thảm Mỹ	An	Q2	Việt Nam	L1A-F2
3	A003	Mai Uyên	Anh	Q3	Pháp	L1A-F3
4	A004	Nguyễn Thị Thu	Bích	Q4	Mỹ	L2A-F2
5	A005	Nguyễn Ngọc Minh	Bích	Q5	Thái Lan	L2A-F3
6	A006	Nguyễn Thị Yến	Đạt	Q6	Lào	L2A-F2
7	A007	Trịnh Nguyễn Liên	Dương	Q3	Pháp	L1B-F1
8	A008	Phạm Đoàn Ngọc	Duy	Q4	Mỹ	L1B-F2
9	A009	Nguyễn Thị Cẩm	Hoa	Q1	Korea	L1B-F3
10	A010	Võ Hồng	Linh	Q2	Việt Nam	L3A-F1
11	A011	Đặng Vũ Thành	Mẫn	Q2	Việt Nam	L3A-F2
12	A012	Nguyễn Vĩnh	Minh	Q3	Pháp	L3A-F3

1 Select the range

8.1 Manipulate Page Setup

- **To insert a manual page break:** Select the worksheet → select the position → tab **Page Layout** → **Breaks** → **Insert Page Break**

Example: To insert a manual horizontal page break above row 10 → **select row 10**

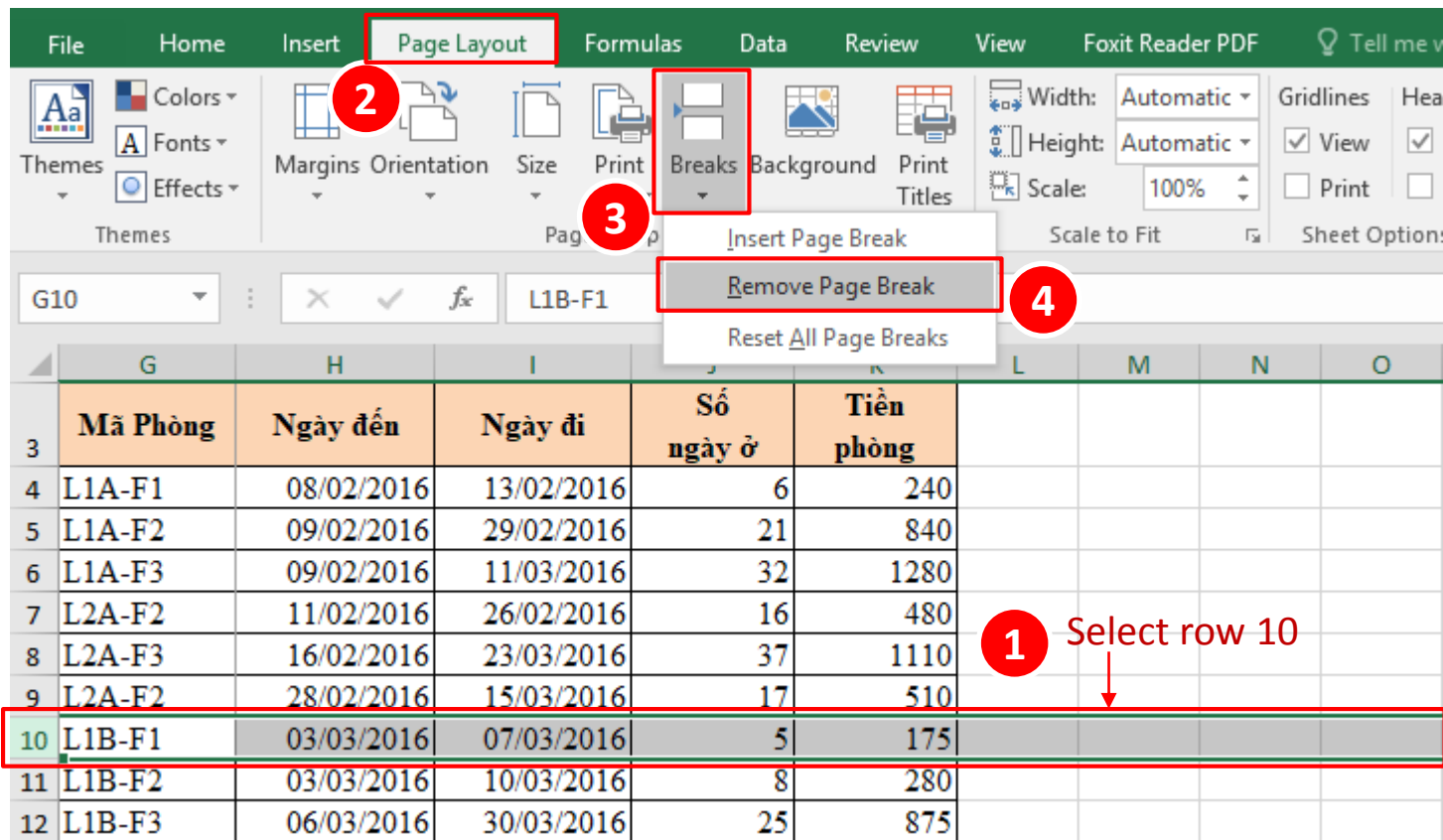


The screenshot shows the Excel interface with the 'Page Layout' tab active. The 'Breaks' button in the 'Page Layout' ribbon is highlighted with a red circle and the number 2. The 'Insert Page Break' option in the dropdown menu is highlighted with a red circle and the number 4. Row 10 is selected in the worksheet, indicated by a red circle and the number 1 with the text 'Select the position'.

	G	H	I	J	K	L	M	N	O
3	Mã Phòng	Ngày đến	Ngày đi	Số ngày ở	Tiền phòng				
4	L1A-F1	08/02/2016	13/02/2016	6	240				
5	L1A-F2	09/02/2016	29/02/2016	21	840				
6	L1A-F3	09/02/2016	11/03/2016	32	1280				
7	L2A-F2	11/02/2016	26/02/2016	16	480				
8	L2A-F3	16/02/2016	23/03/2016	37	1110				
9	L2A-F2	28/02/2016	15/03/2016	17	510				
10	L1B-F1	03/03/2016	07/03/2016	5	175				
11	L1B-F2	03/03/2016	10/03/2016	8	280				
12	L1B-F3	06/03/2016	30/03/2016	25	875				

8.1 Manipulate Page Setup

- To delete a manual page break: Select the worksheet → select the row below or the column to the right of the page break → tab **Page Layout** → **Breaks** → **Remove Page Break**

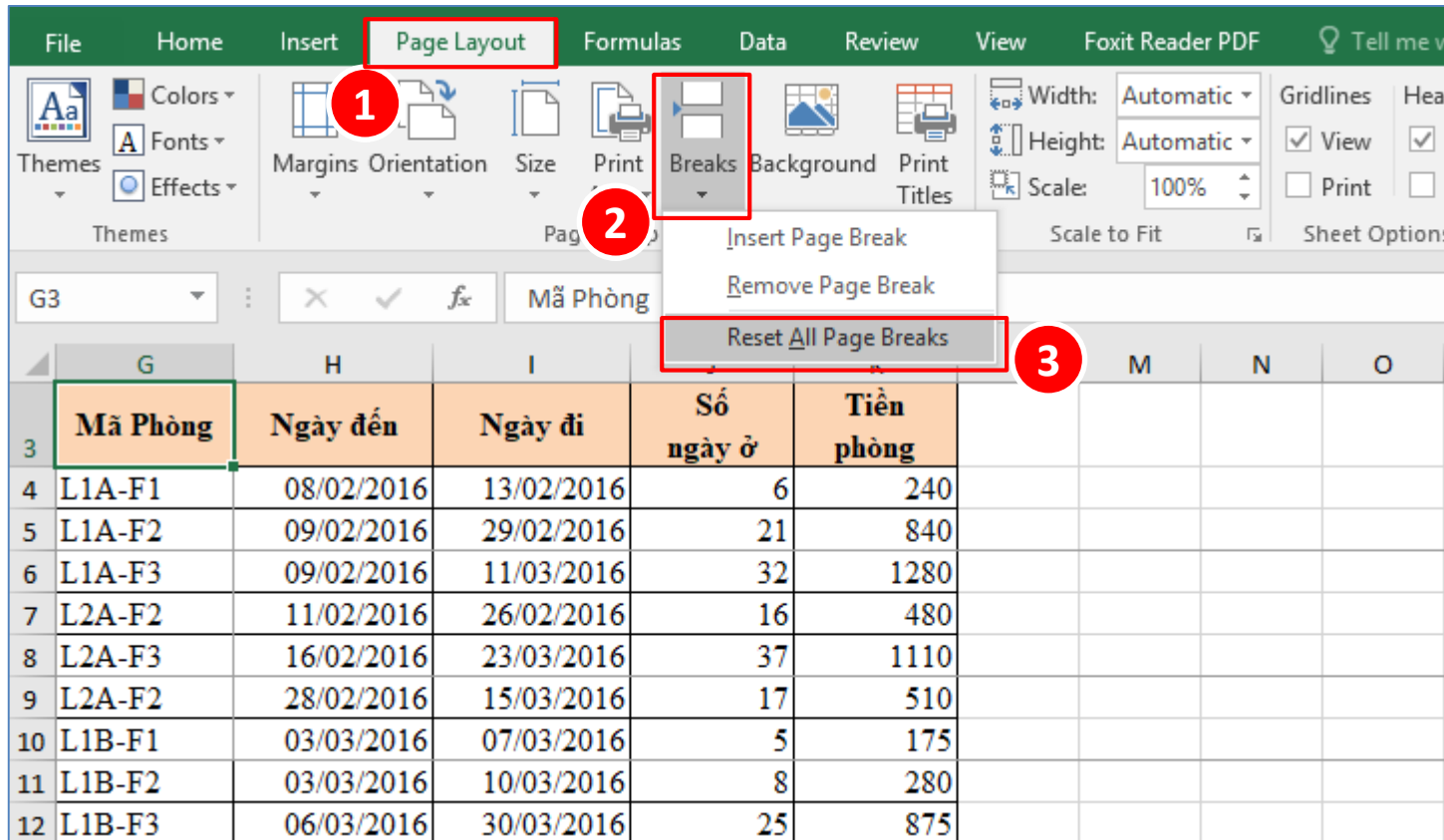


Example: To delete the page break above row 10 → Select row 10

	G	H	I	J	K	L	M	N	O
3	Mã Phòng	Ngày đến	Ngày đi	Số ngày ở	Tiền phòng				
4	L1A-F1	08/02/2016	13/02/2016	6	240				
5	L1A-F2	09/02/2016	29/02/2016	21	840				
6	L1A-F3	09/02/2016	11/03/2016	32	1280				
7	L2A-F2	11/02/2016	26/02/2016	16	480				
8	L2A-F3	16/02/2016	23/03/2016	37	1110				
9	L2A-F2	28/02/2016	15/03/2016	17	510				
10	L1B-F1	03/03/2016	07/03/2016	5	175				
11	L1B-F2	03/03/2016	10/03/2016	8	280				
12	L1B-F3	06/03/2016	30/03/2016	25	875				

8.1 Manipulate Page Setup

- **To delete all manual page breaks:** Select the worksheet → tab **Page Layout** → **Breaks** → **Reset All Page Breaks**

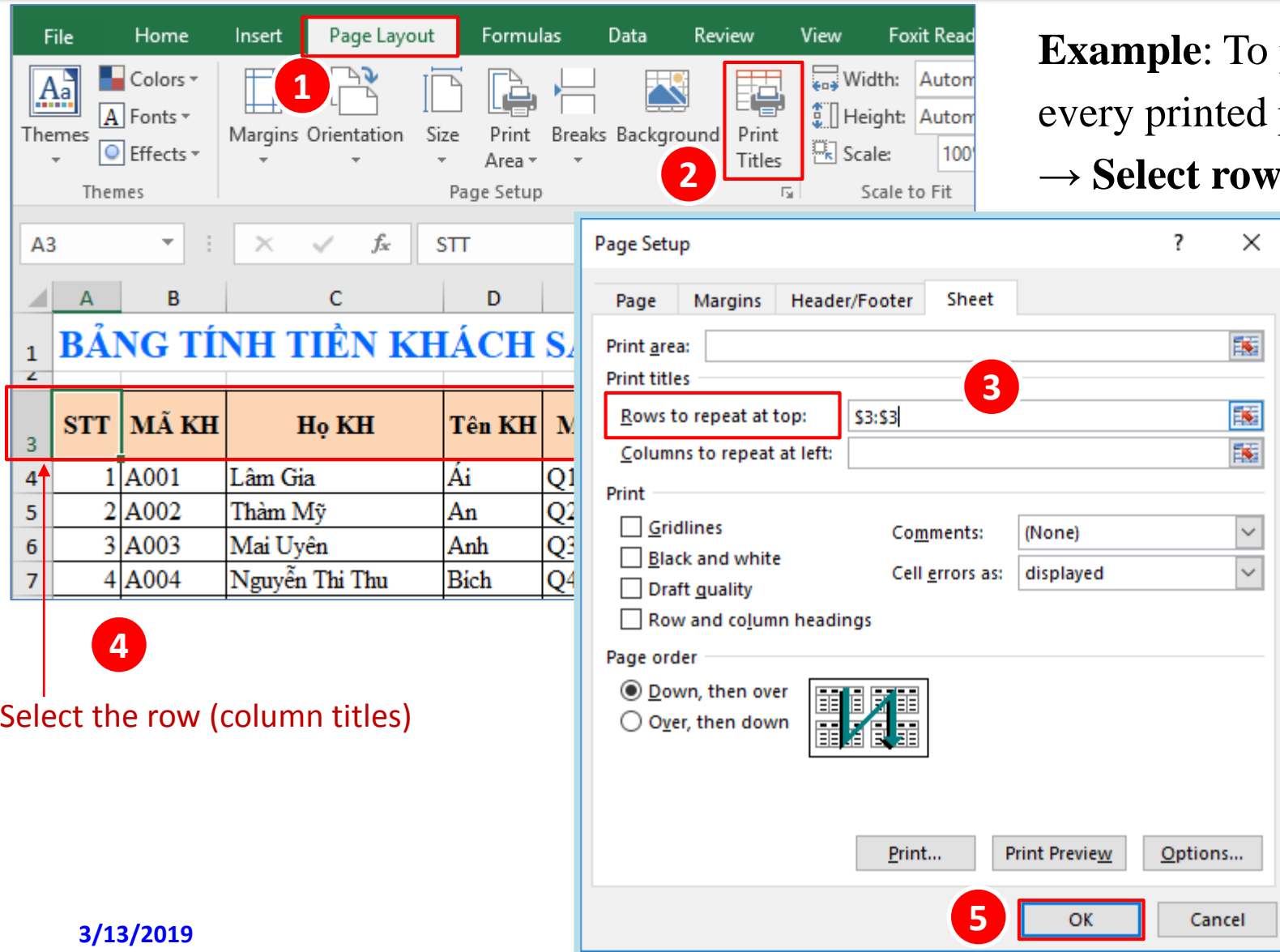


The screenshot shows the Microsoft Excel interface with the **Page Layout** tab selected. The **Breaks** button in the ribbon is highlighted with a red circle labeled '2'. The **Breaks** dropdown menu is open, showing options: **Insert Page Break**, **Remove Page Break**, and **Reset All Page Breaks**. The **Reset All Page Breaks** option is highlighted with a red circle labeled '3'. A red circle labeled '1' highlights the **Page Layout** tab itself. Below the ribbon, a table is visible with the following data:

	G	H	I	J	K	L	M	N	O
3	Mã Phòng	Ngày đến	Ngày đi	Số ngày ở	Tiền phòng				
4	L1A-F1	08/02/2016	13/02/2016	6	240				
5	L1A-F2	09/02/2016	29/02/2016	21	840				
6	L1A-F3	09/02/2016	11/03/2016	32	1280				
7	L2A-F2	11/02/2016	26/02/2016	16	480				
8	L2A-F3	16/02/2016	23/03/2016	37	1110				
9	L2A-F2	28/02/2016	15/03/2016	17	510				
10	L1B-F1	03/03/2016	07/03/2016	5	175				
11	L1B-F2	03/03/2016	10/03/2016	8	280				
12	L1B-F3	06/03/2016	30/03/2016	25	875				

Print row or column titles on every page

Example: To print row 3 on every printed page:
→ **Select row 3**



Step 1: Click the **Page Layout** tab in the ribbon.

Step 2: Click the **Print Titles** button in the Page Setup group.

Step 3: In the **Page Setup** dialog box, under the **Print titles** tab, set **Rows to repeat at top:** to **\$3:\$3**.

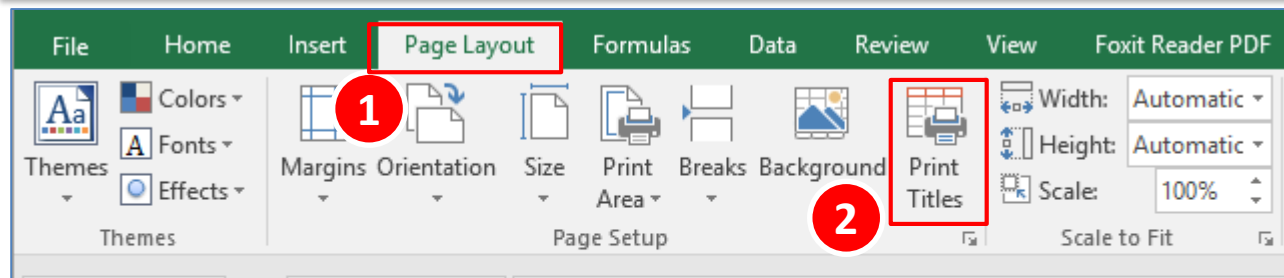
Step 4: Select the row (column titles) in the worksheet (Row 3).

Step 5: Click **OK** in the **Page Setup** dialog box.

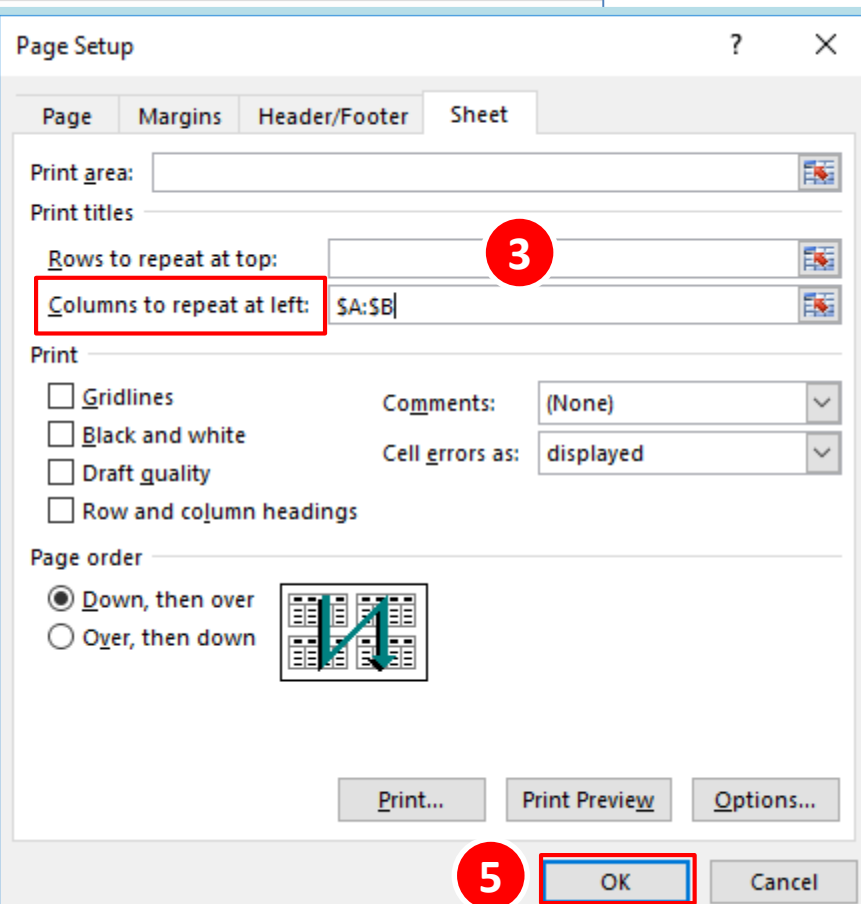
STT	MÃ KH	Họ KH	Tên KH	M
1	A001	Lâm Gia	Ái	Q1
2	A002	Thảm Mỹ	An	Q2
3	A003	Mai Uyên	Anh	Q3
4	A004	Nguyễn Thị Thu	Bích	Q4

Print row or column titles on every page

Example: To print columns A and B → **Select columns A and B**



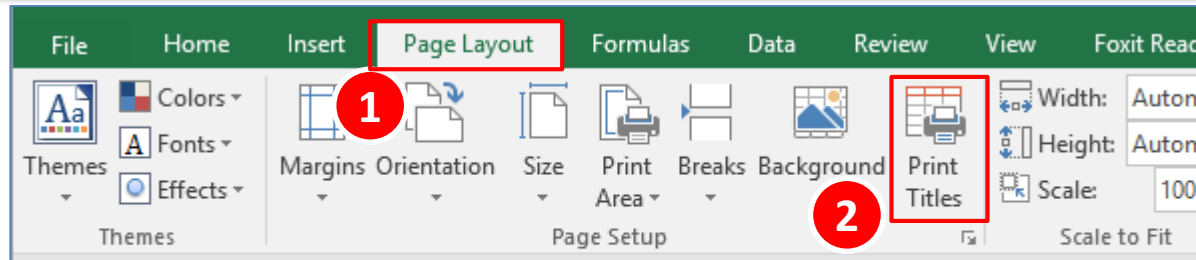
	A	B	C	D	E
4	STT	SỐ HÓA ĐƠN	MÃ SP	TÊN SP	NGÀY
5	1	001	XB	Xà bông	
6	2	002	BN	Bột ngọt	
7	3	003	C	Cà phê	
8	4	004	XB	Xà bông	
9	5	005	BN	Bột ngọt	
10	6	006	T	Trà lá	
11	7	007	C	Cà phê	
12	8	008	S	Súp Knor	



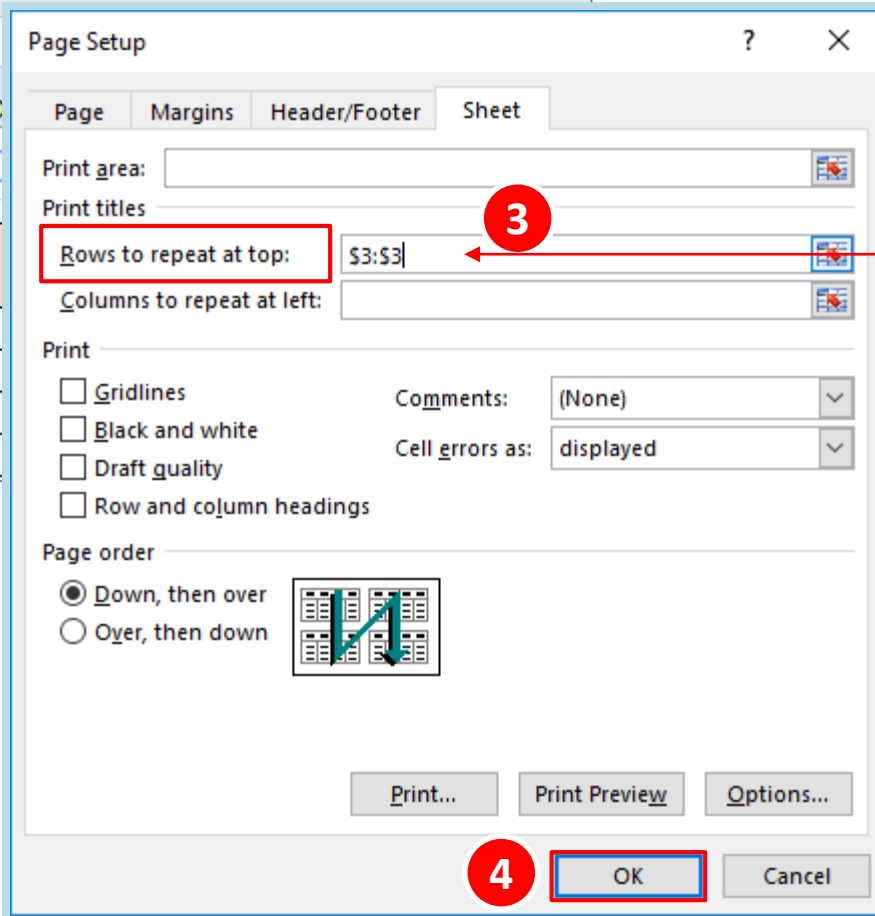
4

Select the columns

Remove the row or column titles on every page

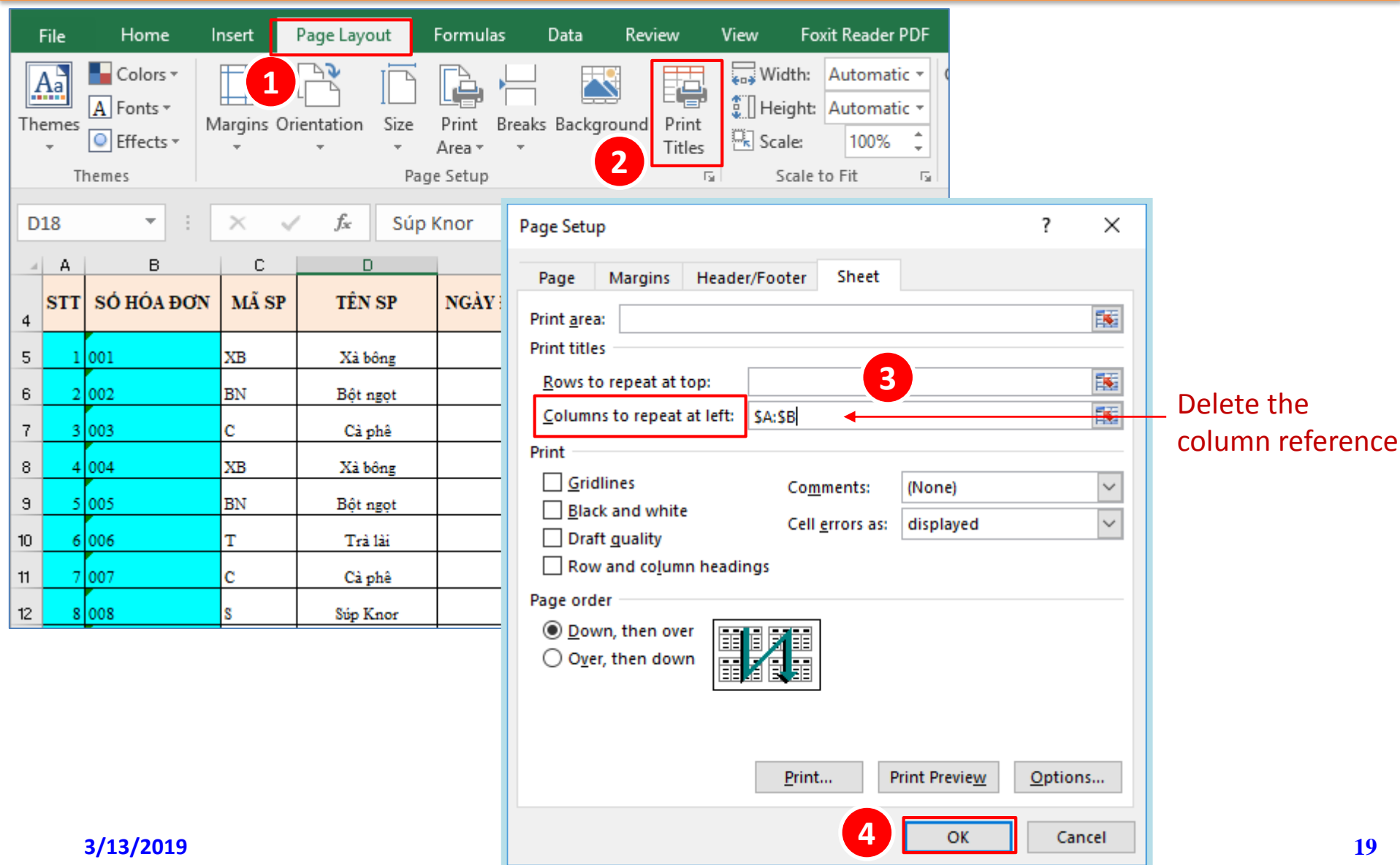


BẢNG TÍNH TIỀN KHÁC			
STT	MÃ KH	Họ KH	Tên
1	A001	Lâm Gia	Ái
2	A002	Thảm Mỹ	An
3	A003	Mai Uyên	Anh
4	A004	Nguyễn Thị Thu	Bích



Delete the row reference

Remove the row or column titles on every page



1

2

3

Delete the column reference

4

Page Setup

Page Margins Header/Footer Sheet

Print area:

Print titles

Rows to repeat at top:

Columns to repeat at left: \$A:\$B

Print

☐ Gridlines

☐ Black and white

☐ Draft quality

☐ Row and column headings

Comments: (None)

Cell errors as: displayed

Page order

☒ Down, then over

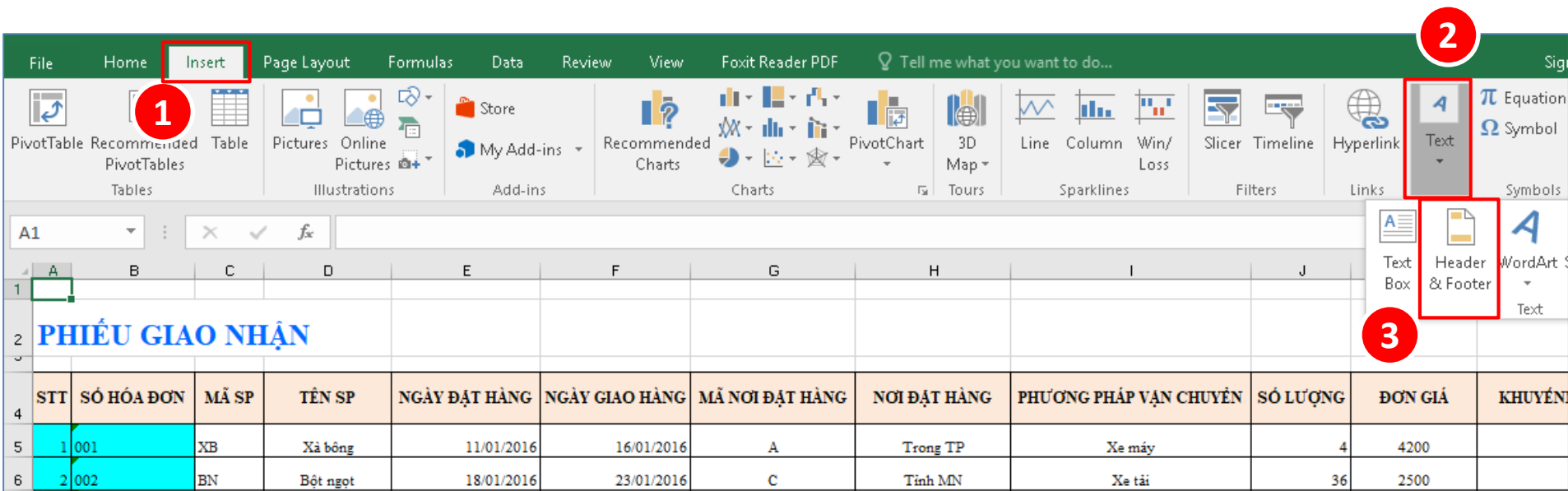
☐ Over, then down

Print... Print Preview Options...

OK Cancel

STT	SỐ HÓA ĐƠN	MÃ SP	TÊN SP	NGÀY
1	001	XB	Xà bông	
2	002	BN	Bột ngọt	
3	003	C	Cà phê	
4	004	XB	Xà bông	
5	005	BN	Bột ngọt	
6	006	T	Trà lá	
7	007	C	Cà phê	
8	008	S	Súp Knor	

- To insert a header: Select the worksheet → tab **Insert** → **Text** → **Header & Footer** → enter data in the header.



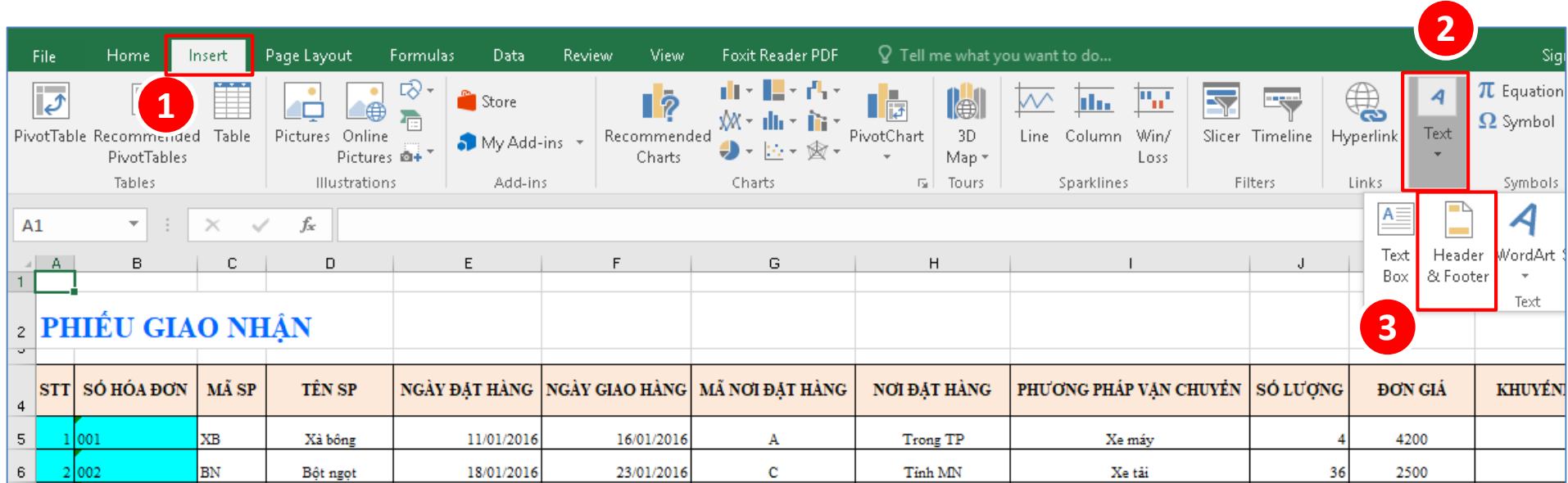
The screenshot shows the Microsoft Excel ribbon with the **Insert** tab selected. In the **Text** group, the **Header & Footer** option is highlighted. The worksheet below contains a table with the following data:

STT	SỐ HÓA ĐƠN	MÃ SP	TÊN SP	NGÀY ĐẶT HÀNG	NGÀY GIAO HÀNG	MÃ NƠI ĐẶT HÀNG	NƠI ĐẶT HÀNG	PHƯƠNG PHÁP VẬN CHUYỂN	SỐ LƯỢNG	ĐƠN GIÁ	KHUYẾN
1	001	XB	Xà bông	11/01/2016	16/01/2016	A	Trong TP	Xe máy	4	4200	
2	002	BN	Bột ngọt	18/01/2016	23/01/2016	C	Tỉnh MN	Xe tải	36	2500	

3 sections of the header →

A	B	C	D	E	F	G
Header						
Nhập tiêu đề đầu trang			Nhập tiêu đề đầu trang		Nhập tiêu đề đầu trang	
PHIẾU GIAO NHẬN						

- To insert a footer: Select the worksheet → tab **Insert** → **Text** → **Header & Footer** → enter data in the footer.



1: Insert tab
2: Text group
3: Header & Footer option

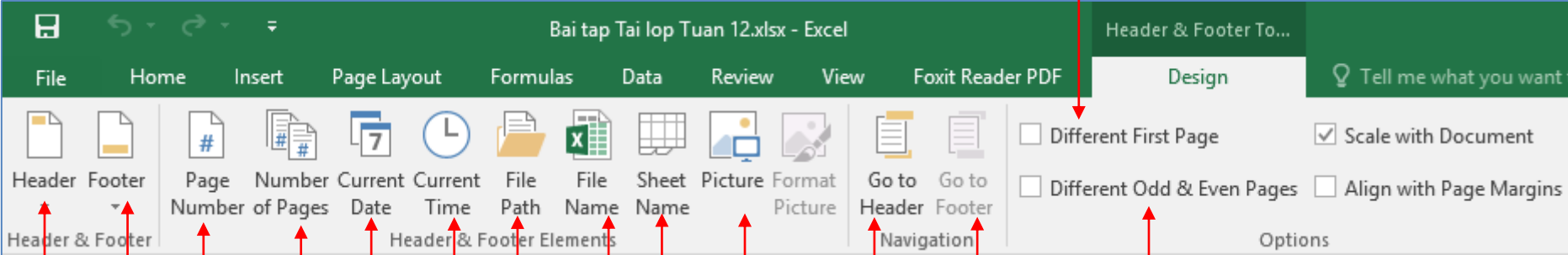
STT	SỐ HÓA ĐƠN	MÃ SP	TÊN SP	NGÀY ĐẶT HÀNG	NGÀY GIAO HÀNG	MÃ NƠI ĐẶT HÀNG	NƠI ĐẶT HÀNG	PHƯƠNG PHÁP VẬN CHUYỂN	SỐ LƯỢNG	ĐƠN GIÁ	KHUYẾN
1	001	XB	Xà bông	11/01/2016	16/01/2016	A	Trong TP	Xe máy	4	4200	
2	002	BN	Bột ngọt	18/01/2016	23/01/2016	C	Tỉnh MN	Xe tải	36	2500	

3 sections of the footer

A	B	C	D	E	F	G
12	012	D	Đường	08/03/2016	14/03/2016	D
Nhập tiêu đề chân trang Footer			Nhập tiêu đề chân trang			Nhập tiêu đề chân trang

Tab Design of the Header & Footer Tools

The first page header and footer are different from the rest ones



The screenshot shows the 'Header & Footer Tools' ribbon in Microsoft Excel. The ribbon is divided into three main sections: 'Header & Footer', 'Header & Footer Elements', and 'Options'. The 'Header & Footer' section contains 'Header' and 'Footer' buttons. The 'Header & Footer Elements' section contains buttons for 'Page Number', 'Number of Pages', 'Current Date', 'Current Time', 'File Path', 'File Name', 'Sheet Name', 'Picture', and 'Format Picture'. The 'Options' section contains checkboxes for 'Different First Page', 'Different Odd & Even Pages', 'Scale with Document', and 'Align with Page Margins'. Red arrows point from text labels below the ribbon to specific buttons or options.

Built in headers

Built in footers

The order number of page

Total page number

Date

Time

The file path

The file name

The sheet name

To insert a picture

Move the cursor to the header

Move the cursor to the footer

The odd page headers and footers are different from the even ones

Chapter 8. Page Layout



8.1 Manipulate Page Setup

8.2 Print a Worksheet or
Workbook

8.3 Check a Workbook for Issues

8.2 Print a Worksheet or Workbook

1 File

2 Print

Print

Copies: 1

Printer

Foxit Reader PDF Printer
Ready

Settings

Print Active Sheets
Only print the active sheets

Print Active Sheets
Only print the active sheets

Print Entire Workbook
Print the entire workbook

Print Selection
Only print the current selection

No Scaling
Print sheets at their actual size

Fit Sheet on One Page
Shrink the printout so that it fits on one page

Fit All Columns on One Page
Shrink the printout so that it is one page wide

Fit All Rows on One Page
Shrink the printout so that it is one page high

Pages: 3 to 7

Collated
1,2,3 1,2,3 1,2,3

Landscape Orientation

A4
8.27" x 11.69"

Custom Margins

No Scaling
Print sheets at their actual size

Select a printer

To print the working worksheet

To print all worksheets of the workbook

To print the selected ranges

100% normal size

One page for the sheet

Fit to 1 page by wide

Fit to 1 page by tall

Select pages to print (3 to 7)

How to print (order of pages to print)

Page orientation

Page size

Page margins

Scaling the content to print

Chapter 8. Page Layout



8.1 Manipulate Page Setup

8.2 Print a Worksheet or Workbook

8.3 Check a Workbook for Issues

8.3 Check a Workbook for Issues

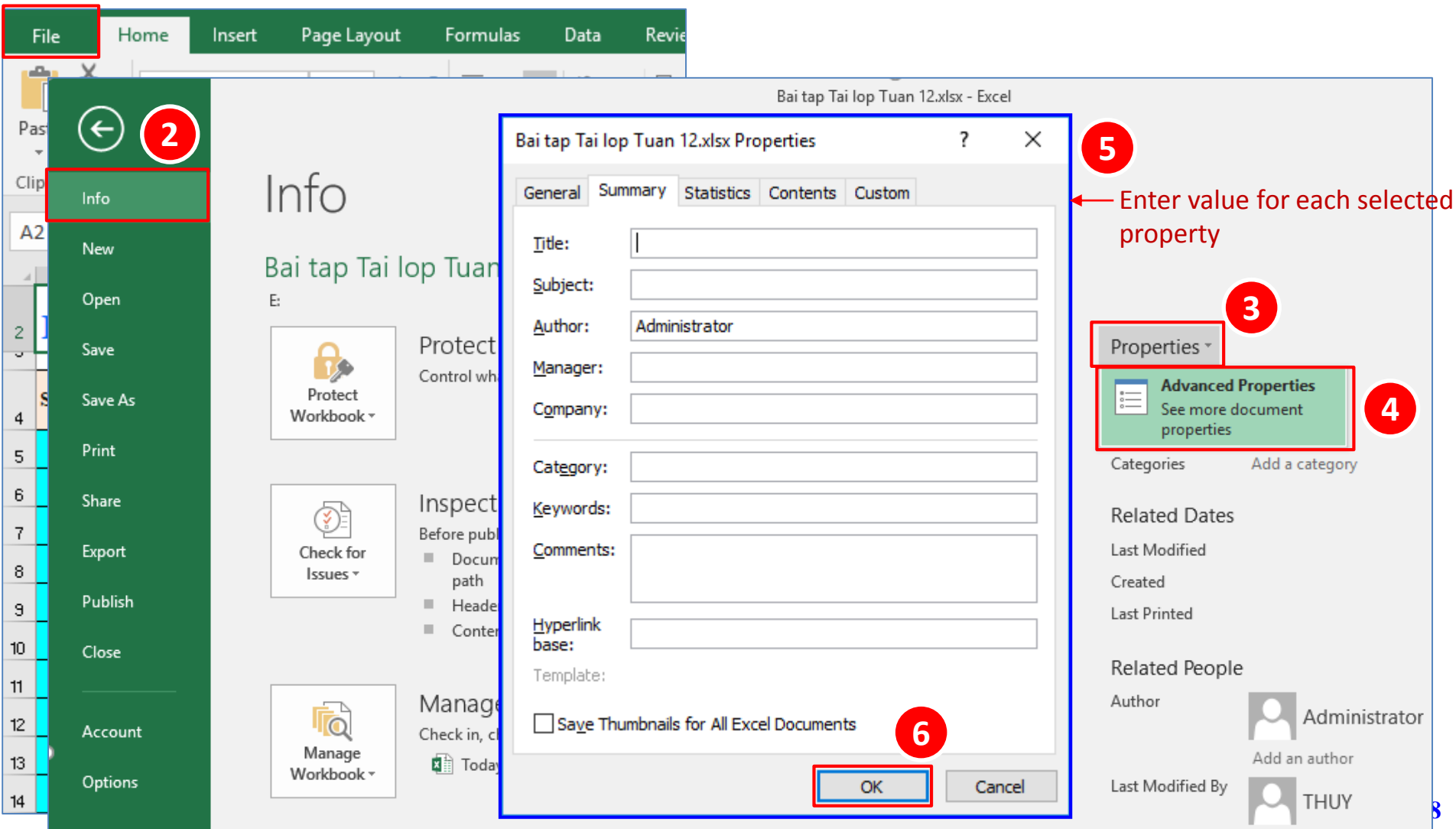
1. Inspect document
2. Check accessibility
3. Check compatibility

8.3 Check a Workbook for Issues

1. Inspect document
2. Check accessibility
3. Check compatibility

1- Inspect document

1 - To add properties for the file:



The screenshot illustrates the steps to add properties to an Excel file. The 'File' tab is selected in the ribbon. The 'Info' tab is chosen in the left-hand pane. The 'Properties' button is clicked in the right-hand pane. The 'Properties' dialog box is open, showing the 'General' tab. The 'Title' field is highlighted. The 'OK' button is highlighted.

1 - File tab in the ribbon.

2 - Info tab in the left-hand pane.

3 - Properties button in the right-hand pane.

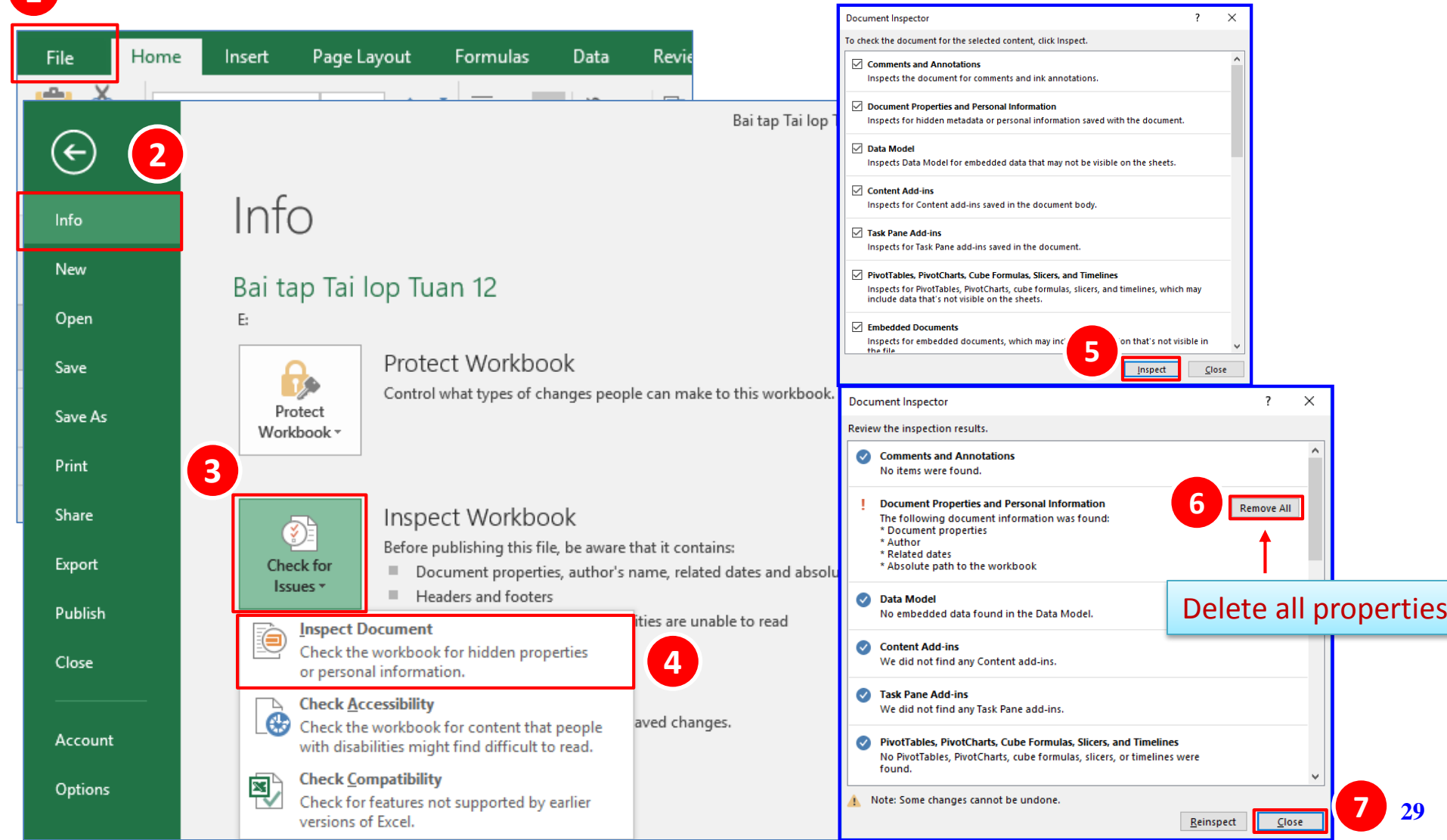
4 - Advanced Properties button in the right-hand pane.

5 - Enter value for each selected property (indicated by an arrow pointing to the Title field).

6 - OK button in the Properties dialog box.

1- Inspect document

1 - Check the workbook for the hidden properties of personal information:



The screenshot illustrates the process of inspecting a document for hidden personal information in Microsoft Excel. The steps are numbered 1 through 7:

- File Tab:** Click the **File** tab in the top ribbon.
- Info Tab:** Click the **Info** tab in the left-hand navigation pane.
- Check for Issues:** Click the **Check for Issues** button in the **Info** tab.
- Inspect Document:** Click the **Inspect Document** option in the dropdown menu.
- Inspect Button:** Click the **Inspect** button in the **Document Inspector** task pane.
- Remove All:** Click the **Remove All** button in the **Document Inspector** task pane to delete all properties.
- Close:** Click the **Close** button in the **Document Inspector** task pane.

The **Document Inspector** task pane shows the following inspection results:

- Comments and Annotations:** No items were found.
- Document Properties and Personal Information:** The following document information was found:
 - * Document properties
 - * Author
 - * Related dates
 - * Absolute path to the workbook
- Data Model:** No embedded data found in the Data Model.
- Content Add-ins:** We did not find any Content add-ins.
- Task Pane Add-ins:** We did not find any Task Pane add-ins.
- PivotTables, PivotCharts, Cube Formulas, Slicers, and Timelines:** No PivotTables, PivotCharts, cube formulas, slicers, or timelines were found.

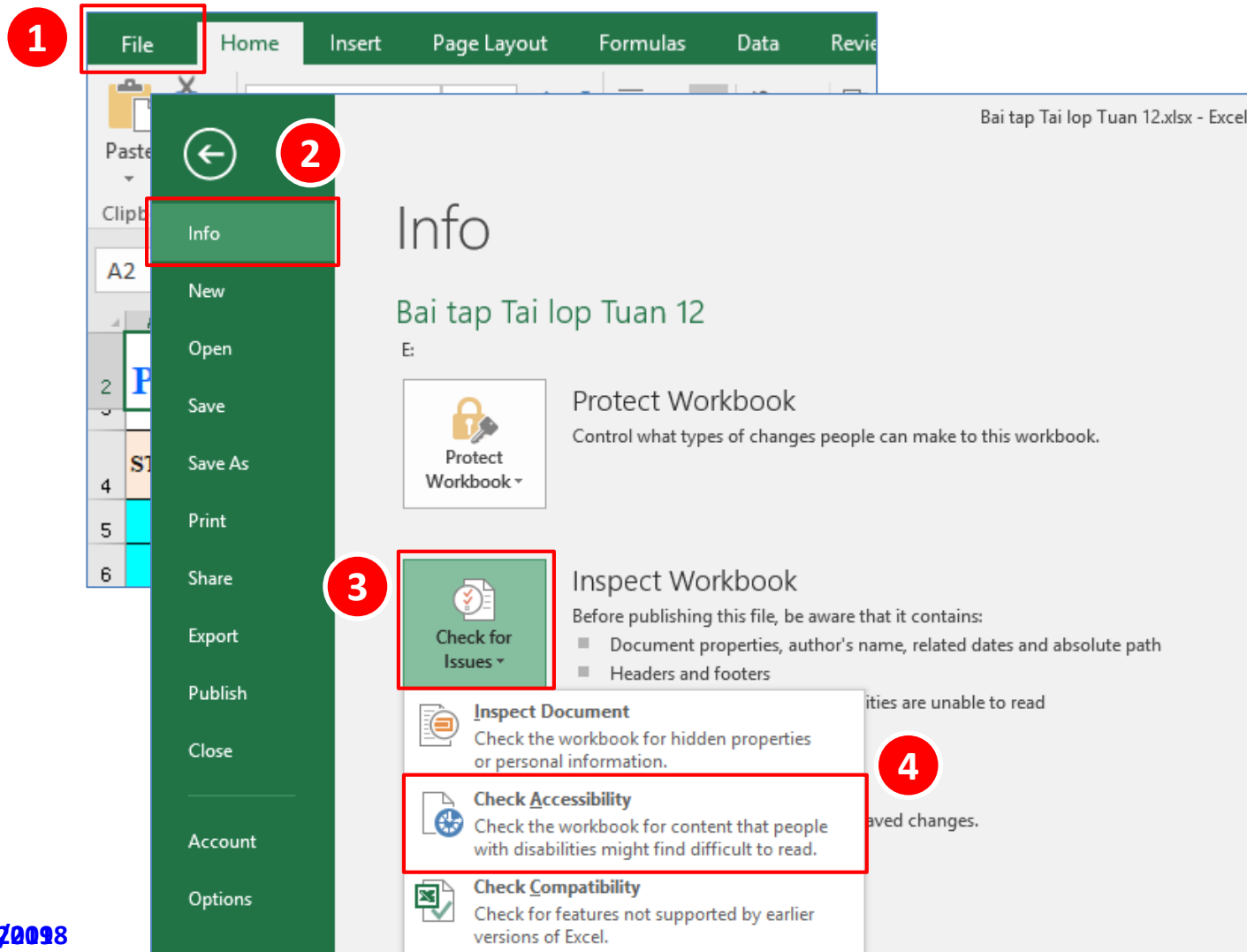
Note: Some changes cannot be undone.

8.3 Check a Workbook for Issues

1. Inspect document
- 2. Check accessibility**
3. Check compatibility

2- Check accessibility

- To check the accessibility of the workbook:



The screenshot illustrates the steps to check the accessibility of a workbook in Microsoft Excel:

- 1** Click the **File** tab in the ribbon.
- 2** Click the **Info** tab in the left sidebar.
- 3** Click the **Check for Issues** button in the **Info** tab.
- 4** Click the **Check Accessibility** option in the dropdown menu.

The **Check Accessibility** option is highlighted, showing the description: "Check the workbook for content that people with disabilities might find difficult to read."

2- Check accessibility

- **Example:** Fix accessibility errors of the workbook.

1 File

2 Info

3 Check for Issues

4 Check Accessibility

5 Accessibility Checker

6 To fix errors: Add Alt Text to the chart.

The founded error

The warnings

Info

Bai tap Tai lop Tuan 12

Protect Workbook

Control what types of changes people can make to this workbook.

Inspect Workbook

Before publishing this file, be aware that it contains:

- Document properties, author's name, related dates and absolute path
- Headers and footers

Inspect Document

Check the workbook for hidden properties or personal information.

Check Accessibility

Check the workbook for content that people with disabilities might find difficult to read.

Check Compatibility

Check for features not supported by earlier versions of Excel.

Accessibility Checker

Inspection Results

Errors

- Missing Alt Text Chart 1 (Bai1)

Warnings

- Merged Cells A3:G3 (Bai1) B14:E14 (Bai1)

Table Data:

	F	G	H
7	Nam		
8	Hùng		
9	Minh		
10	David		
11	John		
12			

Chart Data:

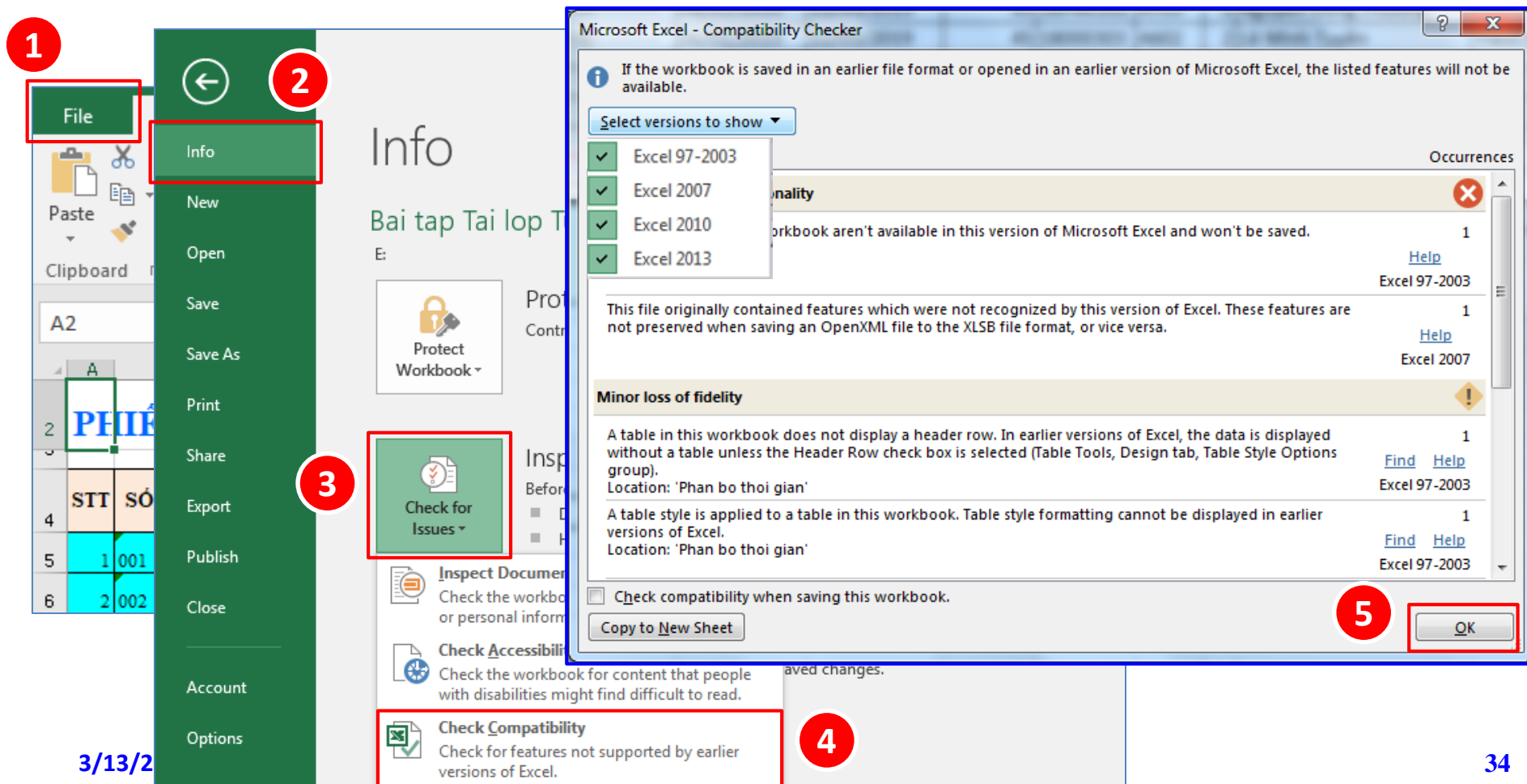
	Kim	Nam	Hùng	Minh	David	John
Tiền phòng	160	175	90	240	160	150

8.3 Checking Workbook for Issues

1. Inspect document
2. Check accessibility
3. Check compatibility

3- Check compatibility

- **To check the compatibility:** To list features that are not available in an earlier Excel version.



The screenshot illustrates the process of checking compatibility in Microsoft Excel. The steps are numbered 1 through 5:

- Click the **File** tab in the ribbon.
- Click the **Info** tab in the ribbon.
- Click the **Check for Issues** button in the 'Info' tab.
- Click the **Check Compatibility** option in the dropdown menu.
- Click the **OK** button in the 'Microsoft Excel - Compatibility Checker' dialog box.

The 'Microsoft Excel - Compatibility Checker' dialog box displays the following information:

- Select versions to show:** Excel 97-2003, Excel 2007, Excel 2010, Excel 2013.
- Occurrences:** 1.
- Minor loss of fidelity:** A table in this workbook does not display a header row. In earlier versions of Excel, the data is displayed without a table unless the Header Row check box is selected (Table Tools, Design tab, Table Style Options group). Location: 'Phan bo thoi gian'.
- Check compatibility when saving this workbook.** (checked)
- Copy to New Sheet** button.

Chapter 8. Page Layout



8.1 Manipulate Page Setup

8.2 Print a Worksheet or Workbook

8.3 Check a Workbook for Issues